MSFC Energy Control (Lockout/Tagout) Procedure

PURPOSE AND SCOPE

This procedure establishes the minimum requirements and sequence of steps to safety shut down equipment/system, isolate from the energy source, apply energy control (lockout/tagout) devices, release stored energy, and verify it is isolated from the energy source and is in a safe work condition.

REQUIREMENTS AND RULES

1. The restrictions imposed by this procedure apply to all employees.
2. No employee shall attempt to restart any equipment/system that has been locked out or tagged out by this procedure.
3. Failure to comply with the requirements contained in this procedure can result in reprimand, suspension, or termination.
4. Authorized employees performing work using this procedure shall perform the orderly shutdown, isolation, placement of lockout/tagout devices, release of stored energy, and verification of a safe work condition in accordance with MWI 8715.2, Control of Hazardous Energy (Lockout/Tagout) Program.
5. The organization responsible for performing work using this procedure shall ensure all employees performing energy control (lockout/tagout) are authorized in accordance with MWI 8715.2.

Equipment/System:	Location (Building/Room):

Per the definitions in MWI 8715.2 the equipment/system is ☐ Simple or ☐ Complex

Authorized Employee/Organization performing the work described by this procedure: (List additional authorized employees in step 17):

PROCEDURE AND TECHNIQUES

1. **Purpose and intended use of this procedure.**

2. **Notify equipment/system operators of the work to be performed using this lockout/tagout procedure.**

2a. Employees Notified (Name/Organization):	2b. Method of Notification (Direct/Telephone/PA/E-Mail):

3. **Hazard type and Level.**

3a. Source of information (manuals, operators, etc.) for hazard identification:

3b. Hazard type and level (electrical/voltage level, pressure/psi., load/lbs.):

4. **Shut down and isolate equipment/system from its energy sources** using normal energy control or operating control devices. List step-by-step sequence for safe and orderly shutdown, if applicable.

4a. Energy isolation device (disconnect, valve, etc.):	4b. Location:

5. **Release all stored energy.**
5a. List method of release/dissipation. (open valve, open disconnect/breaker, etc.).
6. **Apply lockout and tagout devices.**
6a. List sequence of lock and tag placement if different from step 4.
7. **Verify equipment/system is isolated from the energy source and is in a safe work condition.**
7a. List method of verification (attempt restart, test equipment, gauge, etc.).

	Yes	No
8. **Proceed with servicing or maintenance.**		
9. **Verify** the service or maintenance activity is complete and ready to return to normal operation.		
10. **Verify** the equipment/system is operationally intact and ALL nonessential items have been removed from the immediate area.		
11. **Verify** ALL nonessential personnel are safely positioned away from the equipment/system prior to re-energization.		
12. **Verify** ALL controls are in a neutral or safe start position.		

13. **Remove lockout and tagout devices.**
13a. List sequence of lock and tag removal if different from step 4.
14. **Notify equipment/system operators the work is complete and is ready to re-energize.**
15. **Re-energize equipment/system.** List step-by-step sequence of safe re-energization, if applicable.

16. **Procedure Prepared By:**	Organization:	Date:

17. **Group Lockout** – List additional employees and organization:

17a. Authorized Employee:	17b. Organization:	17c. Signature/Date (following removal of lockout/tagout device):

18. **Perodic/Annual review of this procedure.**	
18a. Date:	18b. Authorized employee performing this review:
18c. Was this review performed during the actual performance of this lockout/tagout procedure? ☐ Yes ☐ No	
18d. Was this review conducted during a group meeting? ☐ Yes ☐ No	
18e. Authorized employees reviewed that performed this lockout/tagout procedures:	